

**July 2023 to June 2024**  
**Water System Operator Reimbursement Program**  
**Reimbursement Form**

Please complete this form to request reimbursement for training courses and/or travel costs.

I confirm that Pre-Approval has been granted for this operator. ☐

Who is requesting reimbursement? ☐ Operator ☐ City/Utility/Employer

Name of Operator:

Name of City/Utility/Employer:

**Course:**

**A copy of the certificate of completion and receipt for course fees must be included with this form.**

Name of Course Sponsor:

Name of Course:

Dates of Course:  Course Fees Paid:

**Travel and Lodging (if applicable):**

**Note: Only in-state travel costs are eligible for reimbursement. All receipts must be included. The following are NOT reimbursable (this list is not comprehensive): per diem, rental car, parking, taxi fare, gas, mileage, etc.**

Dates of Travel:

Explanation of Travel (including mode of travel, airline and flight information, hotel name, etc.):

Total Actual Costs:

**FOR DEC USE ONLY**

Payable to: \_\_\_\_\_ VCN: \_\_\_\_\_

Amount to Pay:

Accounting Template: VVWDW15 Phase: \_\_\_\_\_ VVWDWO2 Phase: \_\_\_\_\_

Course Fee: \_\_\_\_\_ Object Code: 3000

Travel/Lodging Costs: \_\_\_\_\_ Object Code: 2010

Approved By: \_\_\_\_\_  
Signature Date

**Reimbursement Checklist:**

- ☐ Copy of Course Completion Certificate Attached
- ☐ Copy of Course Fee Receipt Attached
- ☐ Copy of All Travel Receipts Attached, if applicable

**Signature:**

I hereby certify that the information provided on this form is true and complete to the best of my knowledge and belief. I further understand that I may not receive reimbursement if funding has been exhausted.

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Signature of Operator or System Representative

Date

**ALL REIMBURSEMENT FORMS MUST BE POSTMRKED OR SUBMITTED BY JUNE 1, 2024.**

**IF YOU ARE ATTENDING A TRAINING IN THE MONTH OF JUNE, YOU MUST REQUEST AN EXTENSION OF THE DEADLINE FROM THE OPERATOR CERTIFICATION PROGRAM.**

**Please mail this form and all the required documentation to:**

Alaska Department of Environmental Conservation  
P.O. Box 111800  
Juneau, AK 99811-1800

**Or scan this form and all the required documentation and email to:**

dec.opcert@alaska.gov

**Questions?**

Phone: (907) 465-1139  
Email: dec.opcert@alaska.gov

